

School Batch Registration: Overview

In the Basic Teacher Module, school administrators can quickly create multiple classes and student accounts with the School Batch Registration feature. This feature will help administrators to significantly reduce the amount of time they spend registering a large volume of students across many classes.

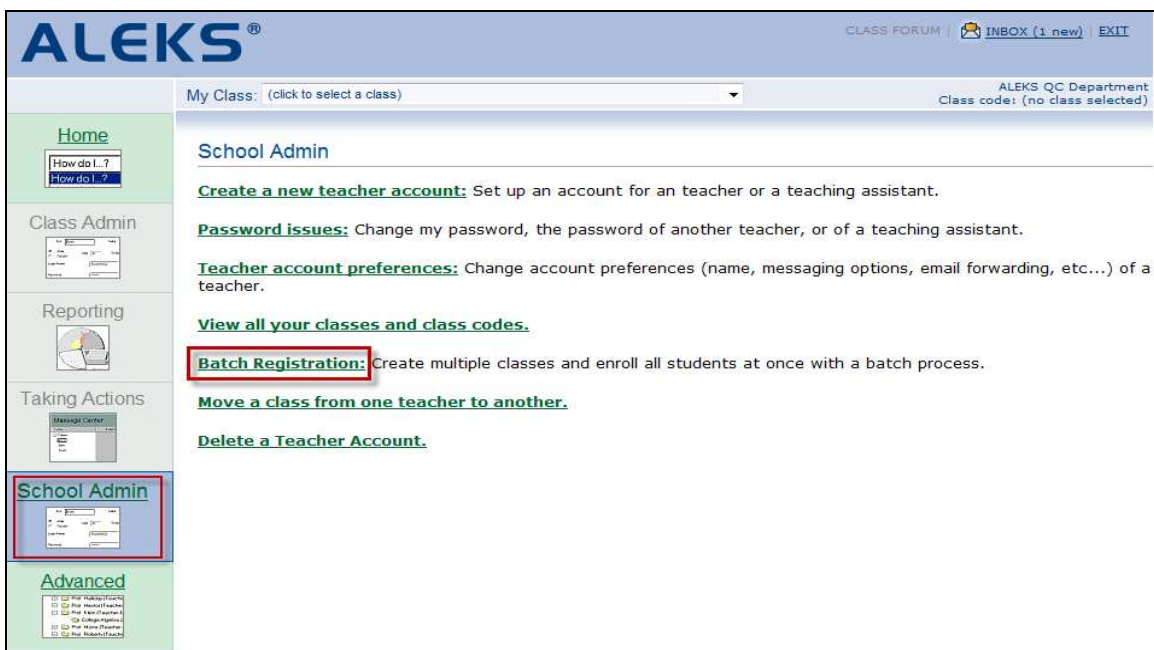
What does it mean to Batch Register?

Batch Registration will take the collection of data (e.g., student, teacher, and class information) provided by an administrator and process the information so that the system generates new ALEKS classes, as well as ALEKS accounts for new teachers and students, and registers students in the appropriate classes.

ALEKS automatically sends a confirmation message to the administrator when the Batch Registration is completed. Teachers of each newly created class will receive a message containing the login names and passwords for the registered students. The administrator will also receive a copy of each message.

The Batch Registration feature is available for all K-12 schools but is only visible to ALEKS school administrators. Administrators can find a link to the feature in the Basic Teacher Module after clicking on “School Admin” on the left navigation panel.

Basic Teacher Module



Advanced Teacher Module

Administrators using the Advanced Teacher Module can easily transition to the Batch Registration feature. From the “All Teachers” folder, administrators can click on the “Edit” button and see the “General” tab in the lower panel. Clicking on the “Batch Registration” link at the bottom of the page will take administrators to the feature in the Basic Teacher Module.

The screenshot shows the ALEKS Advanced Teacher Module interface. At the top, there is a navigation bar with options like 'Exit', 'English', 'Print', 'Results & Progress', 'Authorization', 'Message', 'Class Forum', 'Help', and 'Quit'. Below this is a search bar and a tree view of folders including 'All teachers', 'New Teacher...', 'Aleks', 'Allbee', 'Anderson', 'Archer', 'Aurther', 'Batch', and 'Bear'. A toolbar contains buttons for 'Progress', 'Report', 'Quiz', 'Class Program', 'Compose Message', 'Enroll in Class', 'New Teacher', 'New Class', 'Edit', and 'Undo'. The main content area is titled 'ALEKS QC Department' and 'ALEKS K12'. It features a 'School File' section with 'School Code: YAVY76P'. The 'General' tab is active, showing fields for 'Name', 'State / Province' (set to California), 'Cartoon' (No/Yes), 'Public IPs', 'Local IPs', and a checkbox for 'Force assignments taken from your school to be completed on the same computer they were started by checking that the IP as "seen" by ALEKS remains the same throughout the assignment. (This may not apply if your network proxy cycles through different IPs. Please check with your system administrator.)'. The 'Time zone' is set to 'America' and 'Los Angeles', with a 'Current time' of '10:39 AM PDT'. At the bottom, there is a 'Subscription Information...' link and a 'Batch Registration (Learn more)' link highlighted with a red box. 'Save' and 'Reset' buttons are at the very bottom.

After clicking on the “Batch Registration” link, administrators will arrive at a page that explains Batch Registration and how to get started.

Batch Registration [View Batch Registration training documentation](#)

You can create multiple classes and student accounts for your school with Batch Registration. Prepare your student, teacher, and class information and register up to 10,000 students at once. ALEKS will then generate new classes, accounts for new teachers and students, and register students in the appropriate classes. A confirmation email will be sent to the administrator and teachers that includes the login names and passwords for the registered students.

NOTE: Only authorized administrators should use Batch Registration to register students. Batch Registration is designed to register a large number of students and will consume ALEKS subscriptions.

To get started, prepare the following:

- 1. Fill out the Batch Template**
 - [Download Batch Template \(excel spreadsheet\)](#)
 - [View Batch Template instructions and required information](#)
 - [View ALEKS Course Product Names](#)
- 2. Make sure you have enough subscriptions**

Only one subscription type can be used per Batch Registration

 - [Check the number of subscriptions you have available](#)
 - [Order additional ALEKS subscriptions if needed](#)

[Start Batch Registration >>](#) Or [Cancel](#)

Getting Started

Before starting a Batch Registration, it is recommended that administrators prepare the following:

1. **Fill out the Batch Template** - For a detailed overview of the Batch Template, administrators can view the “School Batch Registration: The Batch Template” documentation after clicking on the “View Batch Registration training documentation” link at the top of the page.

Administrators can also click on the “View Batch Template instructions and required information” link to view specific instructions on how to fill out the Batch Template.

2. **Make sure you have enough subscriptions** – Clicking on the “Check the number of subscriptions you have available” link will open a pop-up that will display the number of subscriptions available for student registration per subscription length. Administrators can click on the “Order additional ALEKS subscriptions if needed” link for ordering information.

Step 1

After clicking on the “Start Batch Registration >>” button, administrators will see “Step 1: Select a term and subscription type.”

Administrators can select the “Starting Term” for the Batch Registration.

NOTE: After the Batch Registration is processed, the Starting Term is used as the “Class Name.”

Select a starting term to register your students:

Starting Term: (Choose one) ▼

(Choose one)

Spring 2012

Summer 2012

Fall 2012

Winter 2012

Spring 2013

Summer 2013

Fall 2013

Winter 2013

Select a subscription type

Below are the available subscription types in your account at the school level. There must be enough subscriptions for the number of students being registered. Use one subscription type per batch.

Administrators can choose the option next to the ALEKS subscription type they want to use for the Batch Registration (e.g., K12 – 12 Month). **Administrators can only use one subscription type per batch process;** each student will be assigned the subscription type selected. If more than one subscription type needs to be used, administrators should conduct multiple batch registrations, one for each subscription type. The number of available subscriptions will be displayed by each subscription type. There must be enough subscriptions for the number of students being registered.

For this example, the Starting Term selected is Fall 2012. The subscription type selected is K12-Three Month subscriptions.

STEP 1: Select a term and subscription type

Select a starting term to register your students:

Starting Term: (Choose one) ▼

Select a subscription type:

Below are the available subscriptions in your account. The totals are a combination of subscriptions at the district and school level.

There must be enough subscriptions for the number of students in your spreadsheet.

Use one subscription type per batch.


<input type="radio"/> K12 - Three Month	1120 Available Subscriptions
<input type="radio"/> K12 - 40 Week	80 Available Subscriptions
<input type="radio"/> K12 - RTI Screening Assessment	66 Available Subscriptions
<input type="radio"/> K12 - Five Month	35 Available Subscriptions
<input type="radio"/> K12 - 12 Month	39 Available Subscriptions
<input type="radio"/> K12 - 12 Month - AP Chemistry	239 Available Subscriptions
<input type="radio"/> K12 - 12 Month - QuickTables Only	148 Available Subscriptions

[Need help ordering ALEKS subscriptions?](#)

Or [Cancel](#)

If more ALEKS subscriptions are needed, administrators can click on the “Need help ordering ALEKS subscriptions?” link at the bottom of the page. Clicking on the link will open the pop-up below. For additional questions, administrators can contact their sales representative or the K12 Orders Department using the provided contact information.

[Need help ordering ALEKS subscriptions?](#)



Order ALEKS Subscriptions

- To order more subscriptions, go to the [online order form](#).

Questions about ordering?

- Please [contact your sales representative](#).
- K12 Orders Department:
Phone: (714) 619-7095
Fax: (714) 619-6898 or (714) 242-6673
Email: k12orders@aleks.com

Step 2

In “Step 2: Upload the Batch Template,” administrators can click on the “Browse” button to upload their file into ALEKS. Accepted file formats are .xls and .xlsx extensions only. After clicking on the “Next” button, the system will begin processing the information uploaded from the Batch Template.

STEP 2: Upload the Batch Template

The students in this Batch will use **K12 - Three Month** subscriptions.

Click on the button below to select your file.

(The system cannot process more than 10,000 rows of data in one batch process.)

Accepted file formats: **.xls and .xlsx ONLY**

[<< Previous](#) Or [Cancel](#)

Step 3

Administrators will arrive at “Step 3: Summary of information.” Administrators can review the summary provided. The Batch Registration will not be complete until administrators click on the “Authorize” button. **Batch Registration consumes purchased ALEKS subscriptions and is NOT reversible; administrators should not authorize the Batch Registration until they are fully satisfied with the data they have entered. If needed, administrators should cancel the Batch Registration by clicking on “Cancel.”**

STEP 3: Summary of information

You are about to use **24 K12 - Three Month subscriptions** from your account. Please review the information below.

Click on the "Authorize" button to complete your Batch Registration. **Important:** Once you press "Authorize" all the students included on the previously uploaded spreadsheet will be registered in ALEKS.

Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Sherry Harper (sharper@example.com)	Fall 2012 - Period 4	LV6	<u>6</u>
Rachel Jones (rjones@example.com)	Fall 2012 - Period 1	LV3	<u>8</u>
Christopher Smith (csmith@example.com)	Fall 2012 - Period 2	LV4	<u>4</u>
Christopher Smith (csmith@example.com)	Fall 2012 - Period 3	LV5	<u>6</u>

The students' login names and passwords will be sent to the appropriate teacher. You will receive a copy of each message in your ALEKS Message Center Inbox.

[Go back to the Batch Upload](#) Or [Cancel](#)

Clicking on the number in the “# of students that will be registered” column will open a pop-up that displays the names of the students that will be registered in that class.

Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Sherry Harper (sharper@example.com)	Fall 2012 - Period 4	LV6	6

Sherry Harper: Fall 2012 - Period 4

	Last Name	First Name
1.	Johnson	Terrell
2.	Jordan	Terry
3.	Marx	Mellinda
4.	Moore	China
5.	Semoile	Candice
6.	Tyler	Malcom

NOTE: If students were already registered in a class and their names were included in the Batch Template, they will not be enrolled again and a subscription will not be used for these students. An asterisk will be displayed in the “# of students that will be registered” column for that class.

STEP 3: Summary of information

You are about to use **21 K12 - Three Month subscriptions** from your account. Please review the information below.

Click on the "**Authorize**" button to complete your Batch Registration. **Important:** Once you press "**Authorize**" all the students included on the previously uploaded spreadsheet will be registered in ALEKS.

Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Sherry Harper (sharper@example.com)	Fall 2012 - Period 4	LV6	6
Rachel Jones (rjones@example.com)	Fall 2012 - Period 1	LV3	*6
Christopher Smith (csmith@example.com)	Fall 2012 - Period 2	LV4	4
Christopher Smith (csmith@example.com)	Fall 2012 - Period 3	LV5	*5

*NOTE: there are students included in the Batch Template that were already registered for this class. They will not be registered as part of this batch process and no subscriptions will be used for these students. The students' login names and passwords will be sent to the appropriate teacher. You will receive a copy of each message in your ALEKS Message Center Inbox.

[Go back to the Batch Upload](#)

 Or [Cancel](#)

Clicking on the number in the “# of students that will be registered” column will open a pop-up that displays the names of the students that will be registered for that class. Students who will NOT be registered will appear in the color red.

Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Sherry Harper (sharper@example.com)	Fall 2012 - Period 4	LV6	6
Rachel Jones (rjones@example.com)	Fall 2012 - Period 1	LV3	6

Rachel Jones: Fall 2012 - Period 1

	Last Name	First Name
1.	Laurel	Elliot
2.	Macintyre	Sharon
3.	Marshall	Emily
4.	Martin	Jack
5.	Oshannon	Mark
6.	Ryan	Chistopher
7.	Short	Lisa

Students in red have already been preregistered in this class and will not be registered

close

After clicking on the “Authorize” button, administrators will arrive at a page that informs them ALEKS is processing their Batch Registration. Administrators can click on “Done.”

Processing Batch Registration

We are processing your request. This will usually take no more than 15-30 minutes to process.

You have **24 students** that will be registered with ALEKS.

The students' login names and passwords will be sent to the appropriate teacher. You will receive a copy of each message in your ALEKS Message Center Inbox.

Order ALEKS Subscriptions

- To order more subscriptions, go to the [online order form](#).

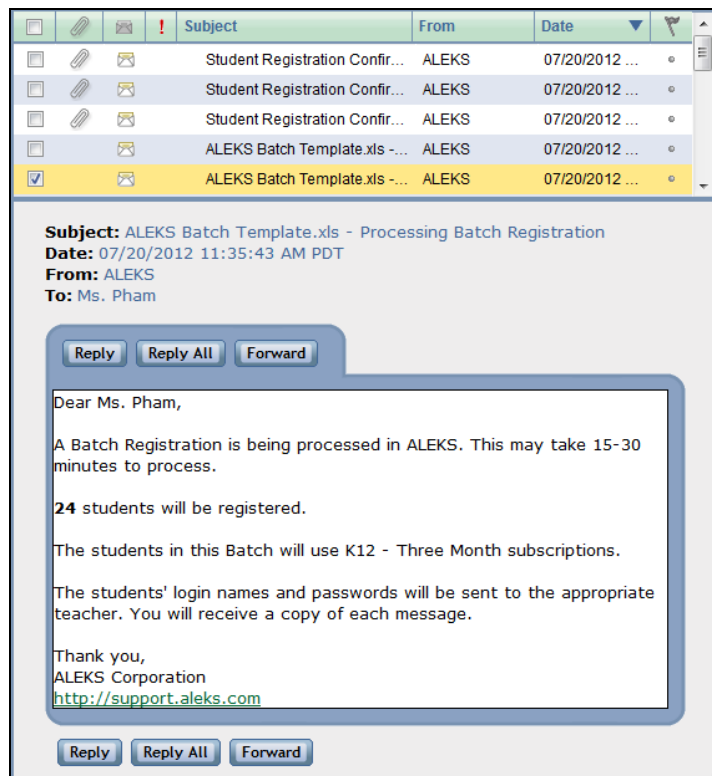
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- K12 Orders Department:
Phone: (714) 619-7095
Fax: (714) 619-6898 or (714) 242-6673
Email: k12orders@aleks.com

Do you need to register more students? [Start another Batch Registration](#)

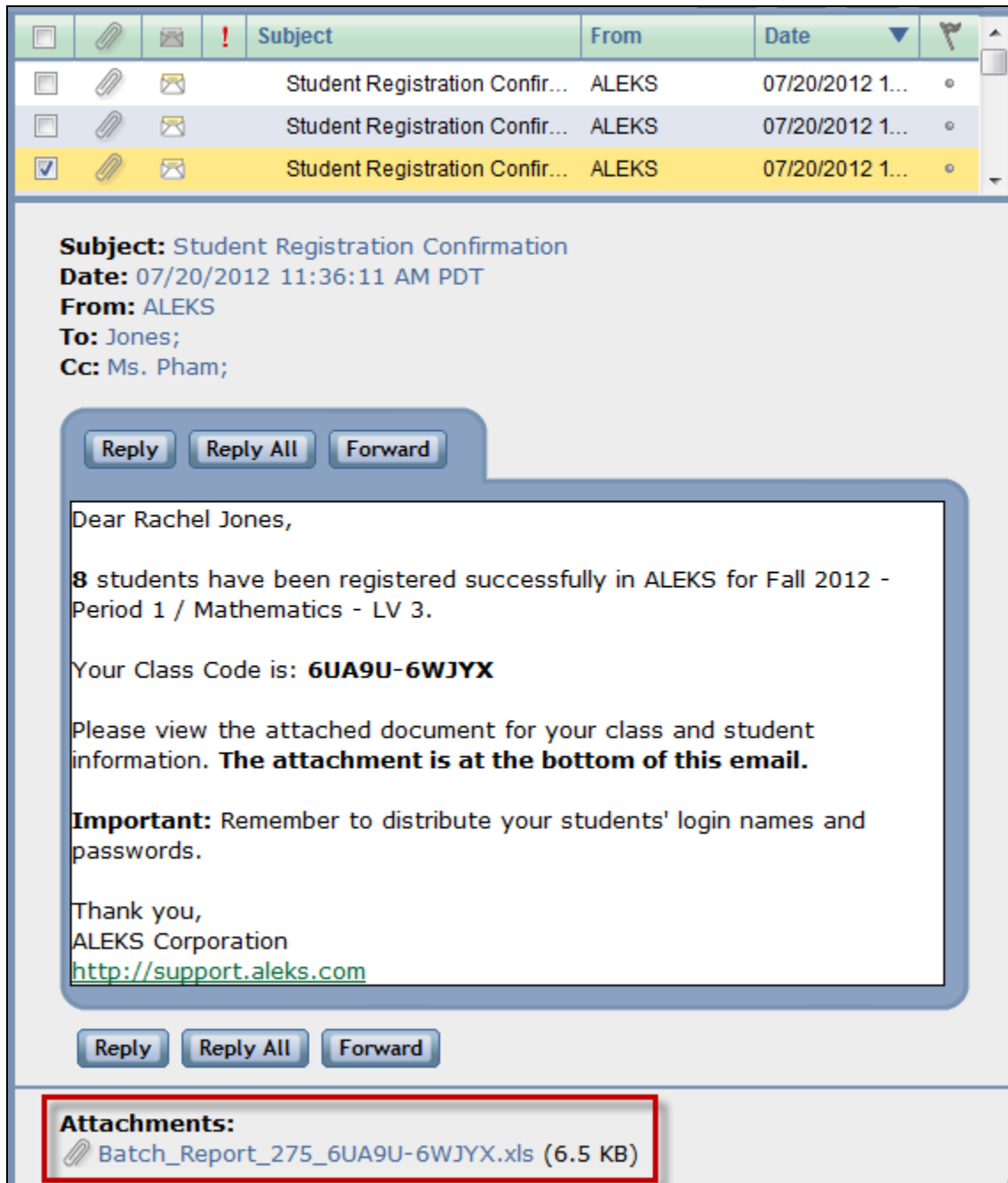
Done

Once the Batch Registration process is complete, administrators will receive a confirmation message in their ALEKS Message Center inbox. The message will confirm the total number of students registered and the number of subscriptions remaining for the subscription type used. The subject line will contain the name of the uploaded file. Below is an example of the message the administrator receives.



Teachers of the classes will also receive a message in their ALEKS Message Center inbox including their class and student information. Below is an example of the message a teacher receives.

The attachment at the bottom of the message contains the student login names and passwords for the class he or she will be teaching. It is important for teachers to remember to distribute the assigned ALEKS login name and password to each student. Administrators receive a copy of the message.



Below is an example of the attachment.

	A	B	C	D	E	F	G	H
1	ALEKS Student List: ALEKS QC Department							
2	Class Code	Term	Class Period	Student First Name	Student Last Name	Student ID	ALEKS Login Name	ALEKS Student Password
3	6UA9U-6WJYX	Fall 2012	Period 1	Elliot	Laurel		ELAUREL2	OVENTWO
4	6UA9U-6WJYX	Fall 2012	Period 1	Mark	Macintyre		MMACINTYRE2	MAPWATER
5	6UA9U-6WJYX	Fall 2012	Period 1	Melanie	Marshall		MMARSHALL2	SIXTYCAT
6	6UA9U-6WJYX	Fall 2012	Period 1	Olivia	Martin		OMARTIN2	WALLJUNE
7	6UA9U-6WJYX	Fall 2012	Period 1	Lisa	Oshannon		LOSHANNON2	DUCKFLAG
8	6UA9U-6WJYX	Fall 2012	Period 1	Sherry	Ryan		SRYAN4	DOORBIRD
9	6UA9U-6WJYX	Fall 2012	Period 1	Jim	Short		JSHORT7	MAPBAKER
10	6UA9U-6WJYX	Fall 2012	Period 1	Jennifer	Smith		JSMITH913	MAPROOF

After new classes have been created, teachers can locate them in the “My Class” drop-down menu. The Batch Registration class list structure is organized by Starting Term – Class Period / ALEKS Course Product.

NOTE: If information was entered into the “Class Period” column of the Batch Template, it will appear after the “Starting Term” (e.g., Fall 2012 – **Period 1**).

